

CITY OF IMPERIAL BEACH COUNCIL POLICY		
SUBJECT: TICKET DISTRIBUTION POLICY	POLICY NUMBER: 419	PAGE: 1 of 4
ADOPTED BY: Resolution No. 2009-6730 REVISED BY: Resolution No. 2009-6746	DATED: May 6, 2009	

1.0 Application of Policy.

- 1.1 This policy applies to tickets which provide admission to a facility or event for an entertainment, amusement, recreational or similar purpose, and are either:
 - a) gratuitously provided to the City by an outside source;
 - b) acquired by the City by purchase;
 - c) acquired by the City as consideration pursuant to the terms of a contract for the use of a city venue; or
 - d) acquired and distributed by the City in any other manner.
- 1.2 This policy does not apply to any other item of value provided to the City or any City Official, regardless of whether received gratuitously or for which consideration is provided.
- 1.3 This policy shall supersede any other inconsistent written policy applicable to tickets.

2.0 Definitions: Unless otherwise expressly provided herein, words and terms used in this policy shall have the same meaning as that ascribed to such words and terms in the California Political Reform Act of 1974 (Government Code section 81000, et seq., as the same may from time to time be amended) and the Fair Political Practices Commission ("FPPC") Regulations (Title 2, Division 6 of the California Code of Regulations, Sections 18110 et seq., as the same may from time to time be amended).

- 2.1 "City" or "City of Imperial Beach" shall mean and include the City of Imperial Beach, the Imperial Beach Redevelopment Agency, any other affiliated agency created or activated by the Imperial Beach City Council, and any departments, boards and commissions thereof.
- 2.2 "City Official" means every member, officer, employee or consultant of the City of Imperial Beach, as defined in Government Code Section 82048 and FPPC Regulation 18701. Such term shall include, without limitation, any City board or commission member or other appointed official or employee required to file an annual Statement of Economic Interests (FPPC form 700).
- 2.3 "City Venue" means and includes any facility owned, controlled or operated by the City of Imperial Beach.
- 2.4 "Immediate family" means the spouse and dependent children.
- 2.5 "Ticket" means and includes any form of admission privilege to a facility, event, show or performance.

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3.0 General Provisions.

- 3.1 Public Purposes: All tickets provided to the City shall be distributed in furtherance of public purposes as provided under Section 5.3.
- 3.2 No Right to Tickets: The use of complimentary tickets is a privilege extended by the City and not the right of any person to which the privilege may from time to time be extended.
- 3.3 Limitation on Transfer of Tickets: Tickets distributed to a City Official pursuant to this policy shall not be transferred to any other person, except to members of such City Official's immediate family solely for their personal use.
- 3.4 Prohibition Against Sale or Receiving Reimbursement for Tickets: No person who receives a ticket pursuant to this policy shall sell or receive reimbursement for the value of such ticket.

4.0 Ticket Administrator.

- 4.1 The City Manager or his/her designee(s) shall be the Ticket Administrator for purposes of implementing the provisions of this policy.
- 4.2 The Ticket Administrator shall have the authority, in his or her sole discretion, to establish procedures for the distribution of tickets in accordance with this policy. All requests for tickets which fall within the scope of this policy shall be made in accordance with the procedures established by the Ticket Administrator.
- 4.3 The Ticket Administrator shall determine the face value of tickets distributed by the City for purposes of Sections 5.1, 5.2 and 7.1, subparagraph (d), of this policy.
- 4.4 The Ticket Administrator, in his or her sole discretion, may revoke or suspend the ticket privileges of any person who violates any provision of this policy or the procedures established by the Ticket Administrator for the distribution of tickets in accordance with this policy.

5.0 Conditions Under Which Tickets May be Distributed: Subject to the provisions this policy, complimentary tickets may be distributed to City Officials under the following conditions:

- 5.1 The City Official reimburses the City for the face value of the ticket(s).
 - (a) Reimbursement shall be made at the time the ticket(s) is/are

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distributed to the City Official.

(b) The Ticket Administrator shall, in his or her sole discretion, determine which event tickets, if any shall be available under this section.

5.2 The City Official treats the ticket(s) as income consistent with applicable federal and state income tax laws.

5.3 The City distributes such ticket(s) to or at the behest of, an official in order to accomplish a public purpose. The following is a list of public purposes the City may accomplish through the distribution of tickets:

- (a) Performance of a ceremonial role or function representing the City at the event, for which the City Official may receive enough tickets for the City Official and each member of his or her immediate family.
- (b) The job duties of the City Official require his or her attendance at the event, for which the City Official may receive enough tickets for the City Official and each member of his or her immediate family.
- (c) Economic or business development purposes on behalf of the City.
- (d) Intergovernmental relations purposes, including but not limited to attendance at an event with or by elected or appointed public officials from other jurisdictions, their staff members and their guests.
- (e) Attracting or rewarding volunteer public service.
- (f) Supporting and/or showing appreciation for programs or services rendered by non-profit organizations benefiting Imperial Beach residents.
- (g) Encouraging or rewarding significant academic, athletic, or public service achievements by Imperial Beach students, residents or businesses.
- (h) Attracting and retaining highly qualified employees in City service, for which such employee may receive no more than six (6) tickets per event.
- (i) As special recognition or reward for meritorious service by a City employee, for which such employee may receive no more than six (6) tickets per event.
- (j) For use in connection with a City employee competition or drawing, for which there shall be made no more than six (6) tickets per person per event.

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- (k) Recognition of contributions made to the City by former City Council Members or City Executive Managers, for which such former City Council Member or Executive Manager may receive no more than (4) tickets per event.

6.0 Tickets Distributed at the Behest of a City Official.

- 6.1 Only the following City Officials shall have authority to behest tickets: City Council Members, the City Manager, the Assistant City Manager, the Deputy City Manager and Department Heads.
- 6.2 Tickets shall be distributed at the behest of the City Official only for one or more public purposes set forth in Section 5.3 above.
- 6.3 If tickets are distributed at the behest of a City Official, such City Official shall not use one of the tickets so distributed to attend the event.

7.0 Disclosure Requirements.

- 7.1 Tickets distributed by the City to any City Official either i) which the City Official treats as income pursuant to Section 5.2 above, or ii) for one or more public purposes described in Section 5.3 above, shall be posted on a form provided by the FPPC in a prominent fashion on the City's website within thirty (30) days after distribution. Such posting shall include the following information:
 - (a) The name of the recipient, except that if the recipient is an organization, the City may post the name, address, description of the organization and number of tickets provided to the organization in lieu of posting the names of each recipient;
 - (b) a description of the event;
 - (c) the date of the event;
 - (d) the face value of the ticket;
 - (e) the number of tickets provided to each person;
 - (f) if the ticket was distributed at the behest of a City Official, the name of the City Official who made the behest; and
 - (g) a description of the public purpose(s) under which the distribution was made, or alternatively, that the City Official is treating the ticket as income.
- 7.2 Tickets distributed by the City for which the City receives reimbursement from the City Official as provided under Section 5.1 above shall not be subject to the disclosure provisions of Section 7.1.